

SDI Online Tutorial: Employer SDI Online Access

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SDI Online Tutorial: Employer Registration

SDI Online for Employers

- Employer representatives can complete and submit claim information on behalf of the registered employer once the representative is added to the account.
- Employers may have an unlimited number of employer representative accounts, each using a unique login.

Employers May Use an SDI Online account to:

- File the Notice to Employer of Disability Insurance Claim Filed (DE 2503).
- File the Disability Insurance Eligibility – Workers' Compensation (DE 2578A).
- File the Employer's Statement of Job Duties (DE 2546PE).
- Update contact information.

Employer Forms

- When an employee submits their portion of the Claim for Disability Insurance Benefits (DE 2501), a hardcopy of the DE 2503 is mailed to the employer.
- Employers who request e-mail as their preferred method of communication will also receive an electronic message to log in to their SDI Online account to view and complete the DE 2503 if their employee has accurately selected their employer when completing their portion of the claim.

Requirements to Create an Employer Account

Employer must be registered and have filed quarterly payroll taxes with the Employment Development Department (EDD).

Employer must provide:

- EDD Employer Account Number.
- ZIP Code as reported to the EDD when the company registered as an employer.
- Total subject wages from the most recent Quarterly Contribution Return and Report of Wages (DE 9C).

To establish an account, the employer's entries in SDI Online must match EDD's payroll tax records.

SDI Online Tutorial: Create an Employer Account

CA.GOV State of California Employment Development Department

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Overview - State Disability Insurance

California State Disability Insurance (SDI) is a partial wage-replacement insurance plan for California workers. The SDI programs are state-mandated, and funded through employee payroll deductions. SDI provides affordable, short-term benefits to eligible workers. Workers covered by SDI are covered by two programs: Disability Insurance (DI) and Paid Family Leave (PFL). To learn more about SDI, visit [About the Program](#).

New Online Services

The Employment Development Department (EDD) implemented a new electronic claim filing system for SDI, called SDI Online. You can now process DI and PFL claims conveniently and securely online.

Before You Register

Before you register, visit:

- **SDI Online**

Existing Users

To log in, visit:

- SDI Online Login
- SDI Online Login en Español

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- DI Eligibility
- DI Program Information
- DI Benefit Amounts
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- Disability Insurance and Paid Family Leave

Información en Español

To create a State Disability Insurance (SDI) Online account, visit www.edd.ca.gov/disability.

On the State Disability Insurance Overview page, select any **SDI Online** link.

You will be directed to the **State Disability Insurance (SDI) Online** page.



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State Disability Insurance (SDI) Online

En español

Welcome to State Disability Insurance (SDI) Online.

The Employment Development Department (EDD) automated some key SDI services to better serve our customers. SDI Online provides customers with electronic and automated options that are simple to use and available 24 hours a day, 7 days a week.

SDI Online is convenient and secure. The new system reduces claim processing time, provides immediate electronic confirmation of forms submitted, decreases costs in paper and postage, and includes security safeguards to detect and manage fraud and abuse.

To begin using SDI Online, a one-time registration, visit:

[SDI Online Registration](#)

[SDI Online Registration en Español](#)

If you have previously registered with SDI Online and want to log in to your account, visit:

[SDI Online Login](#)

[SDI Online Login en Español](#)

For more information, visit:

[For Claimants](#)

[For Physicians/Practitioners](#)

[For Physician/Practitioner Representatives](#)

[For Employers](#)

Claimants

Claimants can file claims for Disability Insurance (DI), access personal claim information, and view payment history through SDI Online. Claimants can file claims for Paid Family Leave (PFL) and submit documentation through SDI Online. Claims

Información en Español

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On the State Disability Insurance (SDI) Online Overview page select the **SDI Online Registration** link.

You will be directed to the **SDI Registration Instructions** page.



Language: English ▼

Contact SDI

Online

By Location

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System

SDI Registration Instructions

Important: You are required to have a valid e-mail address to register in SDI Online.

Welcome to State of California Employment Development Department's (EDD) State Disability Insurance (SDI) Online Registration process.

The Disability Insurance (DI) Branch of EDD provides four registration choices. Select the registration option for the type of account that you need to access the system.

CLAIMANTS

Select this option to file a DI or Paid Family Leave (PFL) claim, access your personal claim information, and view payment history. You will need to provide your Social Security Number and California Driver License or State ID Number to complete the registration. The registration system is available Monday through Friday, between 7 a.m. and 7 p.m.

[Continue to Claimant Registration](#)

PHYSICIAN/PRACTITIONERS

Select this option if you are a Physician or Practitioner who certifies DI or PFL claims for your patients. The SDI Online allows authorized Physicians and Practitioners and their designated representatives to view their patient's initial claim for benefits, submit DI and PFL claim certifications, and view their claim certification history. You will need to provide your medical license information as filed with the California Department of Consumer Affairs in order to complete registration. Physicians and Practitioners will need to first register for an account before they can designate representatives for their account.

[Continue to Physician/Practitioner Registration](#)

If a Physician or Practitioner has designated you as a representative in the system, you will need to provide registration information as entered by the Physician or Practitioner.

[Continue to Physician/Practitioner Representative Registration](#)

EMPLOYERS

Select this option if you represent an Employer. The SDI Online allows Employers to access and submit electronic Notice of Claim forms. You will need to provide your Employer Account Number, the ZIP code of the Employer's address on file with EDD Tax Branch, and information from your most recent Wage Report to complete registration.

[Continue to Employer Registration](#)

On the **SDI Registration Instructions** page, select **Continue to Employer Registration**.

Each subsequent page will indicate which fields are required to be completed with a red asterisk.

Security Check

*Indicates Required Field

Security Check

sinned *VRPazneem*

*Please type both words separated by a space below:

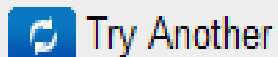
You do not have permission to access this Web site if you are using an automated program.

This Security Check allows us to:

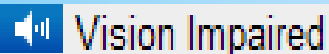
Ensure Restricted Access to Registration
Automated programs known as "Bots" cannot read distorted text as well as humans. The Security Check helps prevent automated programs from blocking other users from registering for accounts with the EDD.

Provide an Audio Option for Visually Impaired Customers
An audio option allows visually impaired customers to hear a set of **eight** (8) digits that can be entered instead of the word challenge.

On the **Security Check** page, type the text displayed and then select **Next**.



Select **Try Another** to change the text shown.



Select **Vision Impaired** to listen to the words.

Employer: Terms and Conditions

Terms and Conditions

Please read through the entire Terms and Conditions before proceeding. The information you provide may be used to verify your identity with federal and/or state agencies. If "I Do Not Agree" is selected, you will not be able to establish an online account.

These Terms and Conditions, which include the Conditions of Use and Privacy Statements, govern the use of and access to: (i) this website (www.edd.ca.gov/); and (ii) the information on or provided through this website.

If you establish an online account you are responsible for maintaining the confidentiality of your username and password, and you are responsible for all activities which you authorize under your username and password. You agree to: (i) immediately notify the Employment Development Department (EDD) of any unauthorized use of your username and password or any other breach of security; and (ii) log out from your account at the end of each session.

By registering for an online account, you agree to check your account regularly and frequently for messages from the EDD. Please note that e-mails will only be used to send notifications to log in to your account or when you request to reset your username or password. No confidential claim information will be sent via e-mail.

The information submitted by any party will be used by the Employment Development Department to carry out its responsibilities under the California Unemployment Insurance Code, which may include the sharing of the information with other entities as required by law.

These Terms and Conditions may change from time to time and it is your responsibility to check for updates. The last revision date for these Terms and Conditions is February 1, 2012.

I have read and understand all the above information and wish to continue with establishing an account in the State Disability Insurance (SDI) Online.

I Do Not Agree

I Agree

Read the Terms and Conditions and select **I Agree**.

Selecting **I Disagree** prevents an account from being established.

Employer: Account Verification Information

*Indicates Required Field

If you already have an account with SDI, [log in here](#).

Personal Information

Please enter your full legal name to register.

*First Name:

Middle Name:

(if you have no middle name, leave blank)

*Last Name:

Suffix:

(if you have no suffix, leave blank)

*E-mail Address:

*Re-Type E-mail Address:

*Employer Account Number:

*Employer Zip Code:

*Total Subject Wages from most recent Wage Report:

Next

Cancel

Complete the Personal Information section and select **Next**. Mandatory fields are marked with a red asterisk.

Tips: Employer Account Number should not contain any spaces or dashes.

Total Subject Wages from the most recent Wage Report can be found on the Quarterly Contribution Return and Report of Wages (DE 9C). This should be a number with two digits after the decimal—no commas or dollar signs.

Account Information

Enter a Username and Password. Do not share your password with anyone.

*Username:
(must be 6 to 15 characters, no special characters)

*Password: (case sensitive)
(must be 8 to 12 characters long, including an uppercase letter, a lowercase letter, a number, and one of the following: ! @ # \$ % ^ & * ())

*Re-Type Password: (case sensitive)

*Password Hint: My passion

Choose your security questions and enter your answer to each question. This will be part of your Account Recovery Options.








*Question 1: What was the name of your first boss?
*Answer to Question 1: Senor Peralta

*Question 2: Who was your most memorable childhood crush?
*Answer to Question 2: Graham

*Question 3: What was your favorite game to play as a child?
*Answer to Question 3: horses

*Question 4: In what city do you want to retire?
*Answer to Question 4: Bath

Choose your Personal Image and enter a Personal Image Caption for it. The image along with your image caption helps you know that you are at a valid EDD site and that it is safe to enter information. [Refresh to get new set of personal images](#)

☐  ☐  ☒  ☐  ☐  ☐  ☐ 

*Personal Image Caption: The Great Pumpkin

Next **Cancel**

Create a Username and Password. Select the security questions and provide an answer for each question.

Select a Personal Image and create a caption for the image. Then select **Next**.

Be sure to make note of your Username, Password, Security Questions, and Personal Image to ensure easy access when using SDI Online.

Employer: Personal Profile Information

*Indicates Required Field

Mailing Address

All written correspondences from EDD regarding this account will be sent to this address.

Employer Name: EPICENTER CAR AUDIO & SEC

☒ U.S. ☐ International

*Address Line 1:

Address Line 2:

*City:

*State: CA

*Zip Code:

Phone Number

Employer Phone Number: Ext: ☐ Check here if the phone number is international

Communication Preferences

Please indicate below how you prefer to be notified. If email is preferred, we will send you an email whenever a new item that needs to be reviewed and completed is posted in your message center located on your home page

*Preferred Communication: ☒ I prefer to be notified by e-mail

☐ I prefer to be notified by paper mail

☐ I do not want to receive notifications. I will be reviewing the items in my message center regularly

Next

Cancel

Enter the Mailing Address and Phone Number.

Select your preferred method of communication, then select **Next**.

Address Validation

The address you have provided has been updated to meet USPS standards. Please verify the address is correct.

Entered Address

123 Main St.
Citrus Heights CA 95610

Updated Address

123 Main St.
Citrus Heights CA 95610 - 0653

Would you like to proceed with the standardized address? Select 'Yes' to proceed or 'No' to return to correct the address.

Yes

No

The SDI Online system may standardize the address you entered.

Confirm the Updated Address is correct by selecting **Yes**.

Select **No** to return to the previous page and re-enter your address.

Account Setup Confirmation

Successful Account Creation Notification


Your account has been created and a notification has been sent to you via e-mail and paper mail. If you do not see the e-mail in your inbox, please check your junk/spam folder. To avoid this in the future, please add noreply@edd.ca.gov to your address book.

[Login](#)

A letter will be mailed to the Employer's address to confirm this account has been created.

Select **Login** to access your newly created account.

SDI Online Tutorial: Access Employer Accounts



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To access your account, visit www.edd.ca.gov/disability.

Under **Existing Users**, select **SDI Online Login**.

You will be directed to the **SDI Online Login** page where you will log in using the Username and Password. You previously set up.

Each subsequent page will indicate which fields are mandatory with a red asterisk.

Language: English ▼

Contact SDI

Online

By Location

By Phone

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SDI Online Login

*Indicates Required Field

*Username:

Submit

[Forgot username?](#)
[Register for a new online account](#)

SECURITY REMINDER
Enter the username you provided during registration. We will ask you for your new password and display your personal image on the next screen.

[Back to Top](#) | [Contact EDD](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Equal Opportunity Notice](#)

On the **SDI Online Login** page, enter your Username and select **Submit**.

Help | Login

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Additional Authentication

*Indicates Required Field

Security Questions

To continue, please correctly answer your security questions.

Question 1: Where did you celebrate your 21st birthday?

*Answer to Question 1:

Next Cancel

If you do not recall your previous responses, please contact EDD at (800) 480-3287. The EDD staff is available from 8 a.m. to 5 p.m. (PT), Monday through Friday, except on [state holidays](#).

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In some instances, you may be asked to respond to the security questions that were established when the account was created.

Type the answer to the security questions and select **Next**.

[Help](#) | [Login](#)

Contact SDI

Online

By Location

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Automated Info System

Confirm Your Personal Image and Log In

***Indicates Required Field**

Verify your personal image and enter your password.

Personal Image:



Personal Image Caption: Test

Username:

*Password:

(case sensitive)

Log In

[Forgot your personal image?](#)
[Incorrect personal image showing?](#)
[Forgot password?](#)

SECURITY REMINDER
Recognizing your Personal Image and Personal Image Caption helps you know that you are at a valid EDD web site, and that it is safe to enter your password.

If you do not recognize your personal image, do not enter your password.

Back to Top | [Conditions of Use](#) | [Privacy Policy](#) | [Equal Opportunity Notice](#)

Confirm the Personal Image and enter your Password, then select **Log In**.

Note: The Personal Image helps identify that you have entered the correct Username on the previous page.

The screenshot shows a web application interface. On the left is a 'MAIN MENU' with links: Home, Inbox, Saved Drafts, and Manage My Profile. The main content area is titled 'Home' and includes a red asterisk warning: '*Indicates Required Field'. Below this is a 'Message Center' section with links for 'Inbox [New: 148, Total: 151]' and 'Saved Drafts [Total: 0]', which are highlighted with a red rectangle. A 'Search' section follows, with instructions: 'To submit a form, search by Claim ID. To obtain information regarding forms previously submitted, search by the Receipt Number.' The search form contains two fields: '*Search By:' with a dropdown menu set to 'Claim ID' and an empty text box, and '*Employee Last Name:' with an empty text box. These two fields and the 'Search' and 'Reset' buttons below them are circled in red. At the bottom is a 'Search Results' section.

MAIN MENU	
Home	
Inbox	
Saved Drafts	
Manage My Profile	

Home

*Indicates Required Field

Message Center

[Inbox](#) [New: 148, Total: 151]
[Saved Drafts](#) [Total: 0]

Search

To submit a form, search by Claim ID. To obtain information regarding forms previously submitted, search by the Receipt Number.

*Search By:

*Employee Last Name:

Search Results

On the **Home** page, you may complete forms by:

- Selecting **Inbox** under the Message Center, or
- Using the drop down menu bar, search by **Claim ID** or **Receipt Number** and enter the **Claimant Last Name**. This information is printed on the DE 2503 forms.

MAIN MENU

Home

Inbox

Saved Drafts

Manage My Profile

Home

*Indicates Required Field

Message Center

[Inbox](#) [New: 148, Total: 151]
[Saved Drafts](#) [Total: 0]

Search

To submit a form, search by Claim ID. To obtain information regarding forms previously submitted, search by the Receipt Number

*Search By: Claim ID

*Employee Last Name:

Search

Reset

Search Results

Update profile information by selecting **Manage My Profile** from the **Main Menu**.

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Visit www.edd.ca.gov/disability for more information about State Disability Insurance.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-800-480-3287 (voice), or TTY 1-800-563-2441.